



# Indiana Courts Pandemic Preparation Guide & Checklist

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*September 14, 2009*

This guide and checklist, prepared by the Division of State Court Administration, provides recommendations for preliminary preparations for a pandemic by trial courts, specifically addressing:

- 1. Reducing The Impact Of Court Employee Absenteeism**
- 2. Limiting The Spread Of Influenza Infection**
- 3. Planning For Short-Term Alterations To Court Operations**
- 4. Fulfilling Pandemic-Specific Demands On Court Services**
- 5. Ensuring Effective Inter-Agency Coordination**

The recommendations in this document are based on guidance from the Centers for Disease Control and Prevention (CDC).

## PLEASE NOTE

- *This document offers guidance to courts in ONLY the most basic preparations for a pandemic.*
- *A complete Continuity of Operations Plan (COOP) must include far more in-depth consideration of the impact a pandemic will have on court essential functions.*
- *Completion of this guide & checklist will serve as a foundation for many of the considerations that will be a part of your larger continuity planning efforts.*

Questions regarding pandemic preparations for courts should be directed to the Indiana Courts Continuity Planning Analyst: **Trevor Moore**

**Phone:** 317-234-7156

**Email:** [tmoore@courts.state.in.us](mailto:tmoore@courts.state.in.us)

## 1. Reducing The Impact Of Court Employee Absenteeism

### Anticipate Absenteeism

*CDC says...*

*Plan now to determine how you will operate if absenteeism spikes from increases in sick workers, those who stay home to care for ill family members, and those who must stay home to watch their children if dismissed from school.*

**Recommendation:**

- Compile a list personnel considered critical to court operations along with a general description of their job responsibilities and possible alternates.
- Consider the current level of cross training among court personnel and whether it should be improved in order to allow continued operations during the absence of critical personnel.

Critical Personnel	Job Responsibilities	Alternate(s)

## 2. Limiting The Spread Of Influenza Infection

### Keep Sick Workers Home

#### CDC says...

*People with influenza-like illness should remain at home until at least 24 hours after they are free of fever (100° F [37.8°C]), or signs of a fever without the use of fever-reducing medications. All employers should plan now to allow and encourage sick workers to stay home without fear of losing their jobs.*

#### Recommendation:

- Consult county personnel policy to determine how sick leave will be applied in the event of a pandemic and if any special or extraordinary measures may be instituted.  
Contact **Brenda Rodeheffer** with questions related to court personnel policy:  
**Phone:** 317-234-3936      **Email:** [brodehef@courts.state.in.us](mailto:brodehef@courts.state.in.us)
- In the event of widespread influenza infection in your area, consider encouraging employees to remain at home if they are experiencing flu-like symptoms and inform them of how sick leave policy will be applied.

### Facemasks & Respirators

#### CDC says...

*In community and home settings, the use of facemasks and respirators generally are not recommended. However, a facemask or respirator may be considered for persons at increased risk of severe illness from influenza. Use of N95 respirators or facemasks generally is not recommended for workers in non-healthcare occupational settings for general work activities.*

#### Recommendation:

- In the event of widespread influenza infection in your area, inform employees that the CDC is not currently recommending facemasks or respirators in the workplace.
- If, in order to make employees more comfortable with their workplace environment, you would like to make facemasks or respirators available upon request, consider purchasing limited quantities in advance.

## Improve Hand Hygiene

CDC says...

*Instruct employees to wash their hands often with soap and water or use an alcohol-based hand cleaner, especially after coughing or sneezing. Place posters in the worksite that encourage hand hygiene.*

Recommendation:

- Place alcohol-based hand sanitizer\* at high traffic locations such as break rooms, conference rooms, etc.
- Display "[Cover Your Cough](#)" poster at high traffic locations.
- Display "[Where To Wash](#)" poster over all restroom sinks.
- Distribute "[8 Ways You Can Stay Healthy At Work](#)" flyer to all employees.
- In the event of widespread influenza infection in your area, consider displaying "[STOP! Do You Feel Sick?](#)" poster at locations with high employee-only traffic.

## Clean Surfaces

CDC says...

*Frequently clean all commonly touched surfaces in the workplace, such as workstations, countertops, and doorknobs.*

Recommendation:

- Place disinfectant wipes\* at common areas likely to have frequent hand contact.
- Designate specific employees responsible for wiping down frequent hand contact areas at periodic intervals throughout the day.
- Request that janitorial staff increase the frequency of surface cleaning in any areas for which they are normally responsible.

\*[Appendix A](#) on page 9 of this document contains a list of recommended hand sanitizers and disinfectant wipes.

## Encourage Vaccination

CDC says...

*Encourage your employees to get vaccinated for seasonal influenza and also to get vaccinated for 2009 H1N1 influenza when vaccines are available to them.*

Recommendation:

- Contact your local health department to determine when and how flu vaccinations (both for seasonal and 2009 Novel H1N1) will be available.
- Review the health benefits you offer employees and work with insurers to explore if they can cover the costs of influenza vaccinations.
- PLEASE NOTE: Judges are covered by state health plans and benefits may differ from those for county employees. Contact the Division of State Court Administration with specific questions regarding state benefits. Phone: 317-232-2542
- Inform employees of scheduled vaccination locations and general stipulations of applicable health benefit plans regarding influenza vaccinations.

Local Vaccination Location	Date	Cost	Influenza Strain	Available To
			<input type="checkbox"/> Seasonal <input type="checkbox"/> 2009 Novel H1N1	<input type="checkbox"/> County Employees <input type="checkbox"/> General Public
			<input type="checkbox"/> Seasonal <input type="checkbox"/> 2009 Novel H1N1	<input type="checkbox"/> County Employees <input type="checkbox"/> General Public
			<input type="checkbox"/> Seasonal <input type="checkbox"/> 2009 Novel H1N1	<input type="checkbox"/> County Employees <input type="checkbox"/> General Public
			<input type="checkbox"/> Seasonal <input type="checkbox"/> 2009 Novel H1N1	<input type="checkbox"/> County Employees <input type="checkbox"/> General Public
			<input type="checkbox"/> Seasonal <input type="checkbox"/> 2009 Novel H1N1	<input type="checkbox"/> County Employees <input type="checkbox"/> General Public

### 3. Planning For Short-Term Alterations To Court Operations

#### Increase Social Distancing

CDC says...

*Implement measures to increase the physical distance between people in the workplace to reduce the spread of influenza. The goal should be for there to be at least 6 feet of distance between people at most times. These measures may include avoiding crowded work settings, canceling business-related face-to-face meetings, spacing workers farther apart, canceling non-essential travel, increasing use of teleworking, and using staggered shifts to allow fewer workers to be in the workplace at the same time.*

Recommendation:

- Test all existing audio and video technology that would allow court proceedings to be accomplished remotely in order to limit face-to-face contact.
- PLEASE NOTE: [Administrative Rule 14](#) governs which types of conferences, hearings or proceedings may be conducted using audio/video telecommunications.

Court or Facility Name	Audio/Video Technology Description	Date Tested

## 4. Fulfilling Pandemic-Specific Demands On Court Services

### Prepare to Issue Orders of Isolation & Quarantine

#### Indiana Code says...

*16-41-9-1.5. (a) If a public health authority has reason to believe that:*  
*(1) an individual:*  
*(A) has been infected with; or*  
*(B) has been exposed to;*  
*a dangerous communicable disease or outbreak; and*  
*(2) the individual is likely to cause the infection of an uninfected individual if the individual is not restricted in the individual's ability to come into contact with an uninfected individual;*  
*the public health authority may petition a circuit or superior court for an order imposing isolation or quarantine on the individual.*

#### Recommendation:

- **Tom Carusillo** is the subject matter expert and advisory resource on orders of isolation and quarantine within the Division of State Court Administration.  
**Phone:** 317-232-2542      **Email:** [tcarusil@courts.state.in.us](mailto:tcarusil@courts.state.in.us)
- The Division of State Court Administration is revising templates for petitions and orders and will make them available as soon as possible.
- In the interim, judges are encouraged to review [Indiana Code 16-41-9-1.5](#)

## 5. Ensuring Effective Inter-Agency Coordination

### Establish Lines Of Communication

CDC says...

*Coordinated emergency preparedness and response hinge on professionals in each public sector having ready access to communications across the sectors and also to key types of information.*

Recommendation:

- Compile contact names, phone numbers and email addresses for local agencies (or verify the information on existing lists).
- Meet with contacts from each of the agencies to better understand their preparations and share those underway by the court.
- Consider including county elected officials on your contact list and meeting.

Agency	Contact Name	Work Phone	Home Phone	Cell Phone	Email
Health Department					
Law Enforcement					
County Jail					
<a href="#">Corrections</a>					
<a href="#">Emergency Management</a>					
Courthouse Facility Management					
Fire Department					



## APPENDIX A

### Suggested Pandemic Preparation Supplies

The following supplies are recommended in accordance with CDC guidelines for improving hand hygiene and disinfecting common surfaces in order to reduce transmission of the influenza virus. Equally effective alcohol-based sanitizing products are available from numerous other manufacturers and vendors.








Through an established relationship with the Division of State Court Administration, the supplies may be ordered from MyOfficeProducts at the preferred pricing reflected below.

To order from MyOfficeProducts, contact sales representative, Brian Kramer and identify yourself as part of the Indiana State Courts to obtain the preferred pricing.

**Brian Kramer**

**Phone:** 1-877-696-7266 x5780

**Email:** [brian.kramer@myofficeproducts.com](mailto:brian.kramer@myofficeproducts.com)

Item Number		Item Description	Price
GOJ 2120-06		Purell NXT Hand Sanitizer Wall-Mount Dispenser	\$5.99
GOJ 2156-08		Purell NXT Hand Sanitizer 1000ml Refill	\$9.99
GOJ 2423-DS		Purell Hand Sanitizer Floor-Stand ( <i>Dispenser NOT Included</i> )	\$76.99
GOJ2720-12		Purell TFX Hand Sanitizer Wall-Mount Touch-Free Dispenser	\$25.99
GOJ5456-04		Purell TFX Hand Sanitizer Gel 1200ml Refill (Bottle)	\$17.99
GOJ5392-02		Purell TFX Hand Sanitizer Foam 1200ml Refill (Carton) <small>1 carton of foam will dispense a number of portions equivalent to 4 bottles of gel</small>	\$76.99
GOJ 9625-04		Purell Hand Sanitizer 2 liter Pump Bottle	\$24.99
UMI PSSC077172		PDI Super Sani-Cloth Germicidal Disposable Wipes 160ct	\$6.99
UMI PLSBO77600		PDI Sani-Bracket ( <i>Wall-Mount For Super Sani-Cloth</i> )	\$33.99

## APPENDIX B

### Document Links

Document	Address
"Cover Your Cough" Poster	<a href="http://www.cdc.gov/flu/protect/pdf/covercough_school8-5x11.pdf">http://www.cdc.gov/flu/protect/pdf/covercough_school8-5x11.pdf</a>
"Where To Wash" Poster	<a href="http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1916">http://www1.va.gov/vhapublications/ViewPublication.asp?pub_ID=1916</a>
"8 Ways You Can Stay Healthy At Work" Flyer	<a href="http://www.flu.gov/professional/business/employeefactsheet.pdf">http://www.flu.gov/professional/business/employeefactsheet.pdf</a>
"STOP! Do You Feel Sick?" Poster	<a href="http://www.flu.gov/professional/business/businesses_poster_small.pdf">http://www.flu.gov/professional/business/businesses_poster_small.pdf</a>
Administrative Rule 14	<a href="http://www.in.gov/judiciary/rules/admin/admin.pdf">http://www.in.gov/judiciary/rules/admin/admin.pdf</a>
Indiana Code 16-41-9-1.5	<a href="http://www.in.gov/legislative/ic/code/title16/ar41/ch9.html">http://www.in.gov/legislative/ic/code/title16/ar41/ch9.html</a>
Corrections Facilities Overview	<a href="http://www.in.gov/idoc/2598.htm">http://www.in.gov/idoc/2598.htm</a>
County Emergency Management Directors	<a href="http://www.in.gov/dhs/files/Sanitized_Compact_Directory.pdf">http://www.in.gov/dhs/files/Sanitized_Compact_Directory.pdf</a>